

Application for Tenancy

<i>Property</i>	
Property you wish to apply for:	
Agreed Rent: start: ____ / ____ / ____	When would you like Tenancy to start:

Thank you for applying to rent this property through Hamilton Smith – Lettings. **We kindly ask that you read this document fully and return it to the relevant office with the attachments required below, as soon as possible.**

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested herein they **must also provide proof of identification and a utility bill** with your current address on. **No application will be processed until the above have been presented to us. Missing information will result in delays in this process.**

Hamilton Smith Lettings charge an **'Application Fee' of £170.00 inclusive of vat for a single applicant. An additional fee of £45.00 inc VAT for 2nd applicant and each further applicant or guarantor as required thereafter.** This fee is to cover the costs of processing your tenancy request. Each individual tenant must complete an 'Application for Tenancy form'. All applications must be forwarded with the full application fee. This application fee is non refundable in any event where: you withdraw your application for any reason whatsoever, if your application is declined due to incorrect or misleading information, or if you fail to provide relevant information as requested such as rent or mortgage arrears.

To help speed up your application please remove the back page of this form, sign it, and present it to your employers as soon as possible. This will enable them to talk to our referencing company about your application.

If your application is successful you will have to pay a deposit of one & half times the monthly rent and one month rent in advance. This deposit will be held by Hamilton Smith Lettings as stakeholders. The deposit will not be returned until your tenancy is ended and only then provided your rent is paid in full and on the provision that the household bills are paid (we may require proof) and the property is returned to our satisfaction. Before the deposit is refunded we will also have to consult with the landlord. **You will also be required to present a contents insurance certificate to us when you move in to your selected property. We will be able to provide you with a free quote for this once your referencing application has been successful.**

Housing Benefit Tenant: You must obtain a housing benefit claim form which

you must bring with you when you sign the lease should your application prove successful. If your rent is to be paid by housing benefit you will require a guarantor, this must be someone who has a full time job, a bank account and is in a position to cover your rent should the council reject your claim or not pay the rent in full.

Ipswich

5 Great Coleman Street
Ipswich
Suffolk
IP4 2AA
Tel: 01473 251766

Leiston

Old Iron Works
80a High Street
Leiston
Suffolk
IP16 4BX
Tel: 01728 833007

Needham Market

54 High Street
Needham Market
Suffolk
IP6 8AP
Tel: 01449 722006



INDIVIDUALS APPLICATION FOR TENANCY

Scheme No: 1504681

Hamilton Smith Lettings
54 High Street
Needham Market
Suffolk
IP6 8AP
Tel: 01449 722006

To avoid any unnecessary delays, please complete in full, in BLACK INK using BLOCK CAPITAL LETTERS. Incomplete forms will be returned. Once completed, you can enter this application online via HomeLetUK.com/Connect for an instant acknowledgement.

1. PRODUCT SELECTION To be completed by the LETTING AGENT

Please select the service required, TICK ONE BOX ONLY - WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.
Insight (Credit Profile Plus) Enhance (Comprehensive Plus) Optimum Xpress 6 months Xpress 12 months Extra 6 months Extra 12 months Advantage 6 months Advantage 12 months

2. PROPERTY TO LET To be completed by the LETTING AGENT

Address:
Postcode:
Is this property: Let only Managed Rent collect
Number of bedrooms: Property type: Detached Semi detached Flat Terraced Bungalow
When was the property built?
Total rent for this property per month £ Applicant share of rent per month £
Tenancy term: (months) Tenancy start date:
Is this property shared? Yes No If yes, number of sharers in property? Is this a student property? Yes No
Is the tenant paying the full rent in advance? Yes No If yes, do you require HomeLet to obtain financial references? Yes No

PROSPECTIVE LANDLORD DETAILS:

First name: Last name:
Address:
Postcode:
Telephone: Mobile:
E-mail:

3. YOUR PERSONAL DETAILS To be completed by the TENANT

Title: Mr Mrs Miss Ms Other
First name:
Middle name:
Last name:
Other name(s): (inc maiden name)
Date of birth: National Insurance Number:
Residential status: Property owner Council tenant Private tenant Living with friends/relatives
Employment status: Employed Self-employed Retired Independent means
On contract Student Unemployed
Gross annual income £
Bank / building society details: please provide the details of your current account
Name(s) of account holder(s):
Bank name:
Bank account number: Sort code:



TAKING THE RISK OUT OF PROPERTY RENTAL

Hamilton Smith Lettings

INDIVIDUALS APPLICATION FOR TENANCY

Scheme No: 1504681

Tel: 01449 722006

3. YOUR PERSONAL DETAILS continued

To be completed by the TENANT

Telephone: (Inc STD) Mobile: E-mail: Nationality: Passport number*: *Required if you have been out of the UK for the last 6 months.

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? Yes No

4. YOUR CURRENT & PREVIOUS ADDRESS(ES)

To be completed by the TENANT

Current address: Postcode: Period at address: Years Months If you have lived at your current address for less than 3 years, please provide previous addresses below. Address: Postcode: Period at address: Years Months

5. YOUR CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT

To be completed by the TENANT

If you are a private tenant please provide the details of the letting agent/ landlord/ managing agent of your current address. Name: Address: Postcode: Telephone (day): Telephone (evening): Fax: E-mail: Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.

6. YOUR FINANCIAL INFORMATION

To be completed by the TENANT

Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application. Current employer Pension administrator Accountant SA302 / SA100 Company name: Address: Postcode: Contact Name: Contact's Position:



Hamilton Smith Lettings

Scheme No:
1504681

Tel:
01449 722006

8. DECLARATION AND CONSENT

To be completed by the TENANT

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT CONSENT TO THESE TERMS.

I confirm that the information which I have given in my application form is to the best of my knowledge true and accurate. I acknowledge and agree to HomeLet carrying out searches to verify such information. I consent that such verifications may involve HomeLet:

- contacting any referee detailed in my application;
- consulting with credit referencing agencies, including passing credit performance data to such agencies who may share this data with other organisations for credit referencing, crime prevention and related (non marketing) purposes;
- consulting with the Industry Sortcode Directory (ISCD) and Account Number Modulus Checker in order to confirm the accuracy of my bank account details; and
- consulting with other third party tenancy database providers, such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE)).

In connection with my application I acknowledge and consent that:

- HomeLet and any third party may keep a record of any search carried out to verify the information I have provided;
- HomeLet may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
- if I default on my rental payment or apply for a new tenancy agreement in the future HomeLet may review the results of the verifications and searches set out above;
- if I default on paying my rent the default will be recorded on HomeLet's central database for defaulting tenants and that such default may affect any future application I may make for tenancies, credit and/or insurance;
- HomeLet can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to HomeLet
- I may request the name and address of the Credit Reference Agency HomeLet use, I understand that I may apply for a copy of the information they provided to HomeLet.

The provisions of Section 17 of the Housing Act 1996 will apply, where applicable, to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement.

HomeLet shall for the purposes of this application form be the Data Controller as defined in the Data Protection Act 1998 (the "Act"). In connection with the Act I acknowledge and consent that HomeLet:

- Can release my details where they are required to do so by law
- Can contact me about their alternative services which are appropriate and may be of interest to me if I do not tick this box
- Can contact me via text message or e-mail about the above services if I tick this box
- Can pass my details to third parties for those third parties to contact me with information about their products and services, which they feel may be of interest to me if I tick this box
- Please note that you can contact us to unsubscribe from these services at any time

I hereby authorise my employer/accountant/pension administrator (delete as appropriate) to provide details of my earning and dates of employment to HomeLet for the purposes described above.

Signed

Print name in full

Date

HomeLet is a trading name of Barbon Insurance Group Limited and Hanover Park Services Limited. Barbon Insurance Group Limited is authorised and regulated by the Financial Services Authority. Registered in England number 3135797. Registered office address: 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX. Hanover Park Services Limited is registered in England number 4194617. Registered office address 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX.

Additional Information:

To avoid delays to the tenancy, please make sure that you have fully completed this form before submitting it to your letting agent. Don't forget to let your referees know that HomeLet will be contacting them.

You can track the progress of your application online by visiting homelet.co.uk/tenants then select 'Your Reference'. We'll send your log in details to your email address as soon as we receive your application.